REPORT DOCUMENTATION PAGE

Form Approved
OMB No. 0704-0188

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1. REPORT DATE *(DD-MM-YYYY)* 300499	**2. REPORT TYPE**	**3. DATES COVERED** *(From - To)*

4. TITLE AND SUBTITLE Word 8.0 Form 530 Document Templates	**5a. CONTRACT NUMBER** **5b. GRANT NUMBER** **5c. PROGRAM ELEMENT NUMBER**
6. AUTHOR(S)	**5d. PROJECT NUMBER** **5e. TASK NUMBER** **5f. WORK UNIT NUMBER**
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)	**8. PERFORMING ORGANIZATION REPORT NUMBER**
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES) DTIC	**10. SPONSOR/MONITOR'S ACRONYM(S)** **11. SPONSOR/MONITOR'S REPORT NUMBER(S)**

12. DISTRIBUTION / AVAILABILITY STATEMENT

A: Distribution is unlimited

13. SUPPLEMENTARY NOTES

Accompanies electronic version of DTIC Form 530 in MS Word 97.

14. ABSTRACT

This manual provides general guidance for completing the electronic version of the nonprint product submission form, DTIC Form 530, available online and on 3 1/2 inch diskette in MS Word 97, from DTIC. The manual provides instructions for saving the form template, opening it in MS Word and provides examples of information required. The manual is also available in electronic form with the Form 530, on diskette.

20001004 079

15. SUBJECT TERMS

16. SECURITY CLASSIFICATION OF:			**17. LIMITATION OF ABSTRACT**	**18. NUMBER OF PAGES**	**19a. NAME OF RESPONSIBLE PERSON** Peggy Clifton
a. REPORT	**b. ABSTRACT**	**c. THIS PAGE**	A	38	**19b. TELEPHONE NUMBER** *(include area code)* 703-767-9085

Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std. Z39.18

DTIC QUALITY INSPECTED 4

Word 8.0 Form 530 Document Templates

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Word 8.0 Form 530 Document Template

The Word 8.0 template for filling in Form 530 are electronic versions of Form 530. The template allows authors to fill in the form via a series of screens and entry fields.

Installation

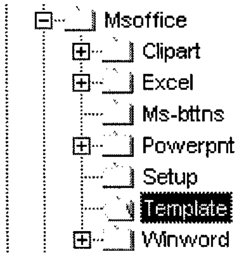
NOTE: The Form 530 template can be used with Word 8.0 or higher on any of the following operating systems:

- Windows 95
- Windows 98
- Windows NT 4.0

Installing to Word 8.0

Before using Form 530 to author forms, it is important that the template to create the electronic document be installed on your local hard drive. Follow the instructions below to install the template to your system.

1. Insert the diskette into your diskette drive.
2. Open your Windows Explorer.
3. View the contents of the diskette by choosing either the A:\ or B:\ drive.
4. Copy the file, **530_v8.dot** (the template), from the A:\ or B:\ drive to the TEMPLATES directory contained in your MSOFFICE directory. (On standard systems, this will be the C:\MSOFFICE\TEMPLATES directory.)

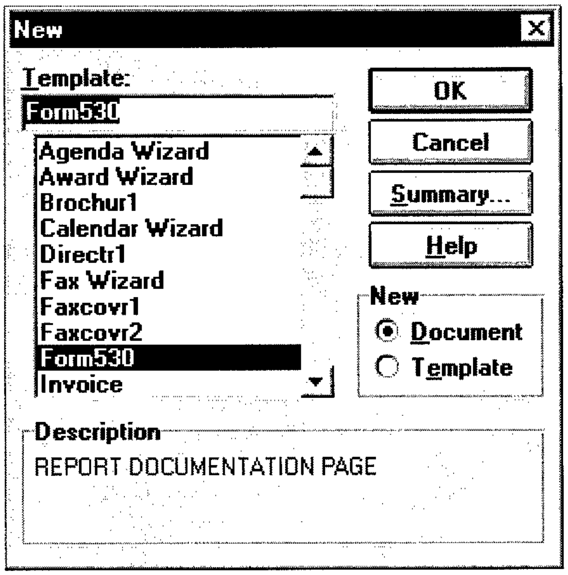


Once the template has been copied to your hard drive, you may begin to create electronic forms.

Getting Started

Starting a New Form

To author an UNCLASSIFIED Form 530, the template named **Form 530** should be chosen from the **File | New** menu (Figure 1) in Word. Select the template name and click on OK or press ENTER to start a new document.



New
OK
Cancel
Summary...
Help
Agenda Wizard
Award Wizard
Brochur1
Calendar Wizard
Directr1
Fax Wizard
Faxcovr1
Faxcovr2
Form530
Invoice

Template: Form530

New: ● Document ○ Template

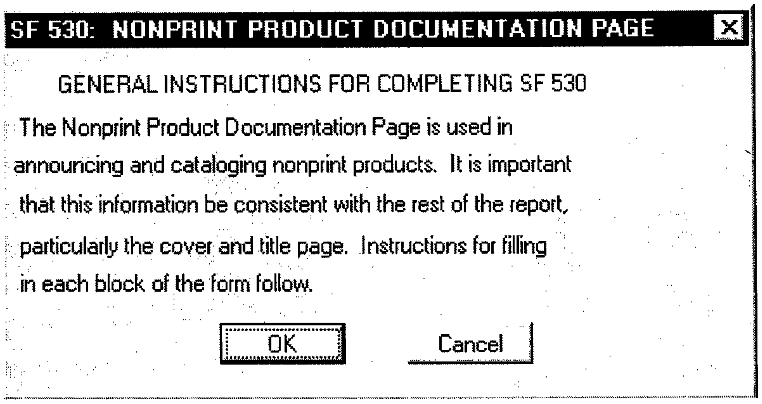
Description: REPORT DOCUMENTATION PAGE

Figure 1. New Document Window

The Nonprint Product Documentation Page (Form 530) will appear on your screen after choosing OK from the "New" window. Next, a series of screens, or windows will appear.

Form 530 is used to catalogue information about your nonprint product. The electronic Form 530 template will provide you with a method for filling out the form automatically.

The first screen provides you with a set of instructions pertaining to filling out the form (Figure 2). Choose OK to proceed with filling out the form.



SF 530: NONPRINT PRODUCT DOCUMENTATION PAGE
OK
Cancel

GENERAL INSTRUCTIONS FOR COMPLETING SF 530

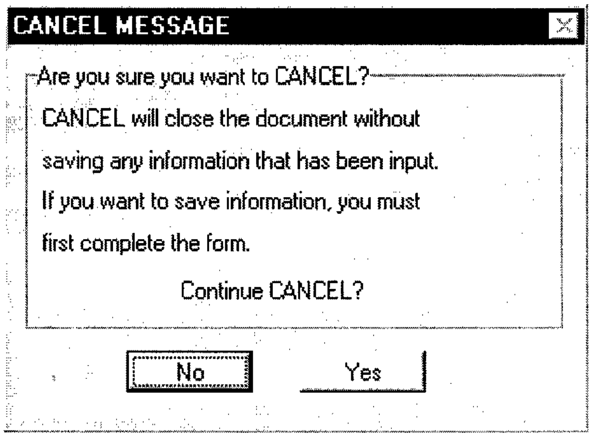
The Nonprint Product Documentation Page is used in announcing and cataloging nonprint products. It is important that this information be consistent with the rest of the report, particularly the cover and title page. Instructions for filling in each block of the form follow.

Figure 2. Nonprint Product Documentation Page Instructions

Entering Information into the Form

IMPORTANT!

If you click CANCEL in ANY of the dialogs provided for entering information into the form, you will be provided with a message asking if you are sure you want to cancel (Figure 3).



Are you sure you want to CANCEL?

CANCEL will close the document without saving any information that has been input. If you want to save information, you must first complete the form.

Continue CANCEL?

Figure 3. Cancel Message

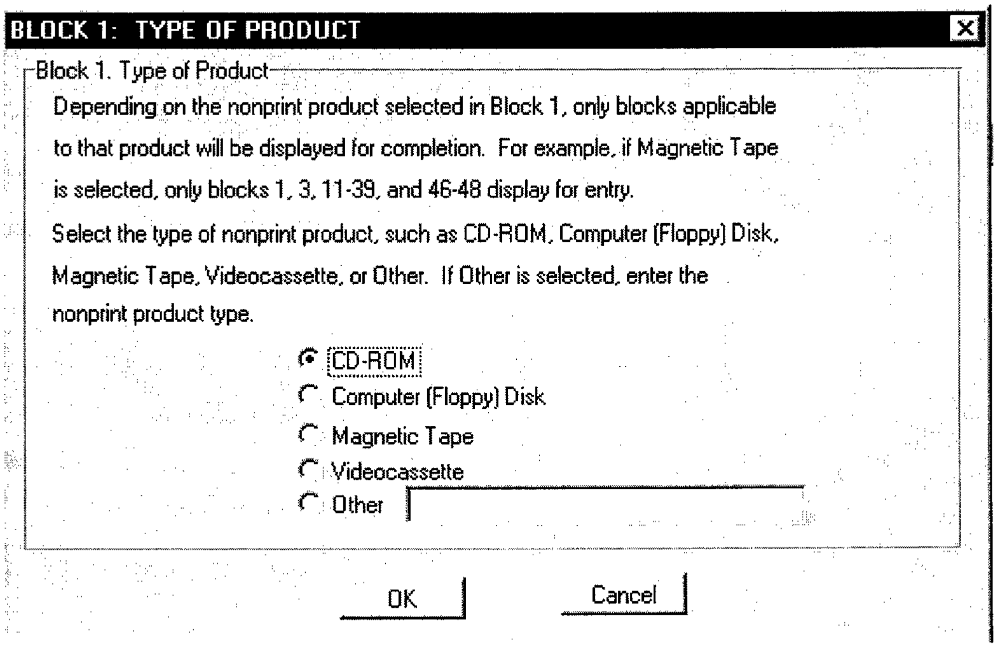
If you choose YES from this message box, the Nonprint Product Documentation Page will close ***WITHOUT*** saving information you have entered, and ***WITHOUT*** saving the document. Once you finish filling out the form, you will be able to edit information you have entered and save the form to a diskette or another drive.

BLOCK 1: Type of Product

The first block you will need to fill out will provide information about the product type (Figure 4). Depending upon which selection is chosen, the user will only view and enter information into those dialogs applicable to the specified nonprint product:

- **DISKS** (Floppy or CD-ROM): Blocks 1-31, 46-48
- **VIDEOS**: Blocks 1, 3, 11-31, 36-37, 40-41, 46-48
- **MAGNETIC TAPES** (Reels or Cartridges): Blocks 1-4, 11-39, 46-48
- **MULTIMEDIA CD-ROMS**: Blocks 1-31, 36, 42-48

This information will fill in BLOCK 1 on Form 530. Select the radio button of the type of nonprint product or enter "Other" and type the nonprint product type into the entry field. This information will fill in BLOCK 1 on the Nonprint Product Documentation Page. Choose OK to continue filling out the form.


BLOCK 1: TYPE OF PRODUCT

Block 1. Type of Product

Depending on the nonprint product selected in Block 1, only blocks applicable to that product will be displayed for completion. For example, if Magnetic Tape is selected, only blocks 1, 3, 11-39, and 46-48 display for entry.

Select the type of nonprint product, such as CD-ROM, Computer (Floppy) Disk, Magnetic Tape, Videocassette, or Other. If Other is selected, enter the nonprint product type.

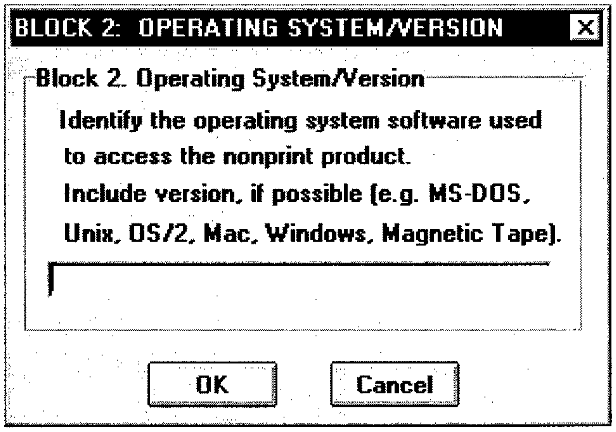
● CD-ROM
○ Computer (Floppy) Disk
○ Magnetic Tape
○ Videocassette
○ Other

Figure 4. Block 1 Type of Product

Click the OK button to continue filling out the form.

BLOCK 2: Operating System/Version

The second block you may need to fill out will provide information about the operating system/version of the nonprint product, such as "MS-DOS" or "Windows" (Figure 5). This information will fill in BLOCK 2 on the Nonprint Product Documentation Page. Enter the operating system/version in the entry field.



BLOCK 2: OPERATING SYSTEM/VERSION

Block 2. Operating System/Version

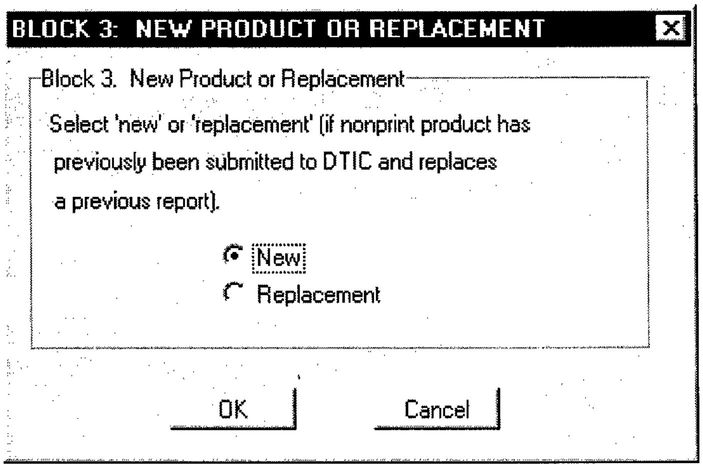
Identify the operating system software used to access the nonprint product.
Include version, if possible (e.g. MS-DOS, Unix, OS/2, Mac, Windows, Magnetic Tape).

Figure 5. Block 2 Operating System/Version

Click the OK button to continue filling out the form.

BLOCK 3: New Product or Replacement

You will be required to select either "New" or "Replacement" into BLOCK 3 (Figure 6). "Replacement" is the correct selection to choose if the nonprint product is a previous submittal to DTIC and the current form submission replaces a previous form submission.



BLOCK 3: NEW PRODUCT OR REPLACEMENT

Block 3. New Product or Replacement

Select 'new' or 'replacement' (if nonprint product has previously been submitted to DTIC and replaces a previous report).

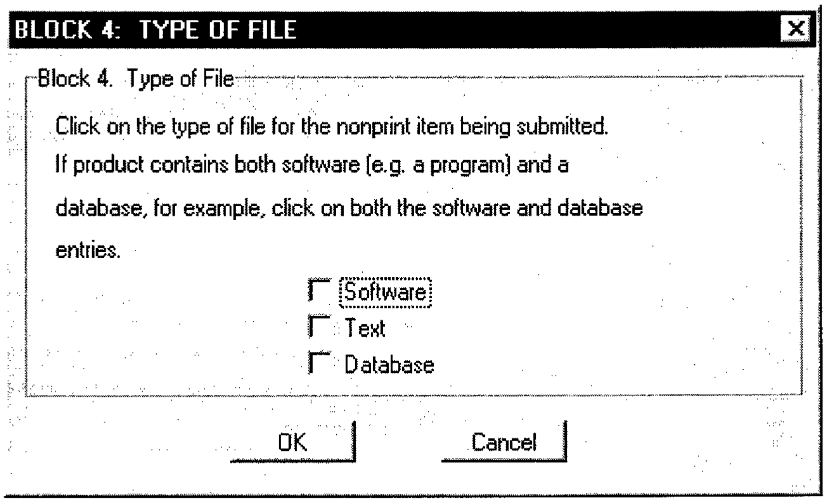
● New
○ Replacement

Figure 6. Block 3 New Product or Replacement

Click the OK button to continue filling in the form.

BLOCK 4: Type of File

Select “Software”, “Text”, “Database”, or any combination of the three as applicable to the nonprint product in the BLOCK 4 window (Figure 7).



BLOCK 4: TYPE OF FILE

Block 4. Type of File

Click on the type of file for the nonprint item being submitted. If product contains both software (e.g. a program) and a database, for example, click on both the software and database entries.

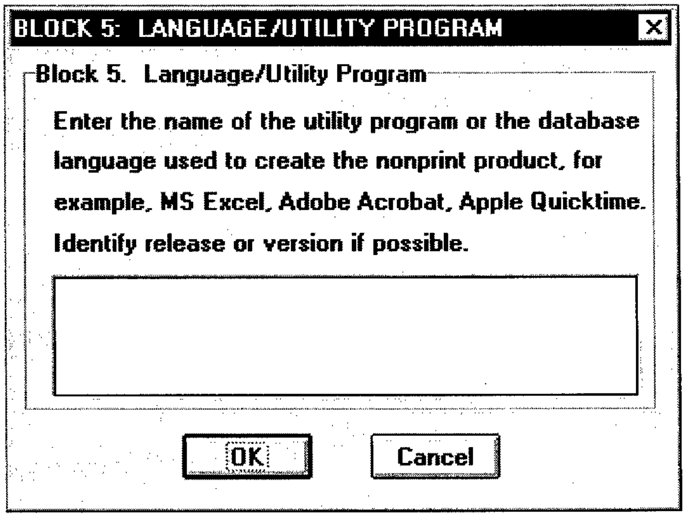
☐ Software
☐ Text
☐ Database

Figure 7. Block 4 Type of File

Click OK to continue filling in the form.

BLOCK 5: Language/Utility Program

Enter the language or utility product, such as “MS Excel” or “Adobe Acrobat”, of the nonprint product into BLOCK 5 (Figure 8).



BLOCK 5: LANGUAGE/UTILITY PROGRAM

Block 5. Language/Utility Program

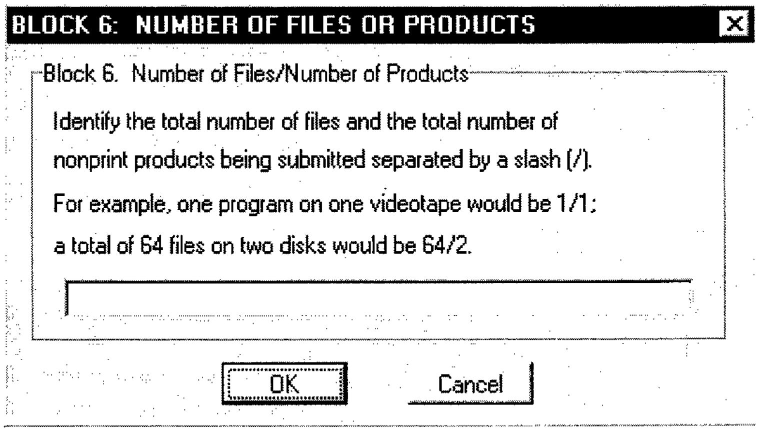
Enter the name of the utility program or the database language used to create the nonprint product, for example, MS Excel, Adobe Acrobat, Apple Quicktime. Identify release or version if possible.

Figure 8. Block 5 Language/Utility Program

Click OK to continue entering information.

BLOCK 6: Number of Files or Products

Enter in the number of files and the number of nonprint products, such as "1/1" for one videotape into BLOCK 6 (Figure 9). This is a MANDATORY entry.



BLOCK 6: NUMBER OF FILES OR PRODUCTS

Block 6. Number of Files/Number of Products

Identify the total number of files and the total number of nonprint products being submitted separated by a slash (/).

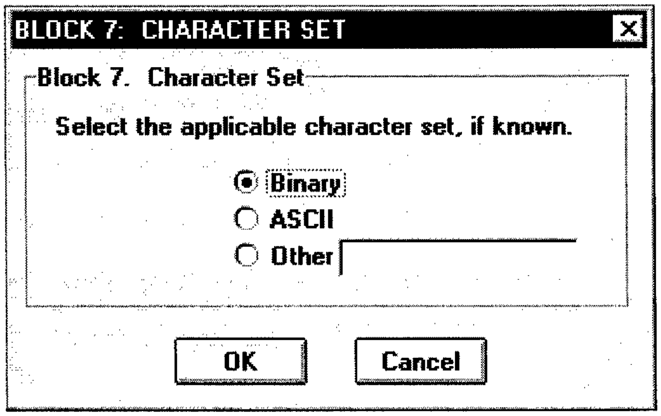
For example, one program on one videotape would be 1/1; a total of 64 files on two disks would be 64/2.

Figure 9. Block 6 Number of Files or Products

Click OK to continue entering information.

BLOCK 7: Character Set

Select the nonprint product's character set, such as "ASCII" or "Binary", or enter "Other" and type the applicable character set into the entry field in BLOCK 7 (Figure 10).



BLOCK 7: CHARACTER SET

Block 7. Character Set

Select the applicable character set, if known.

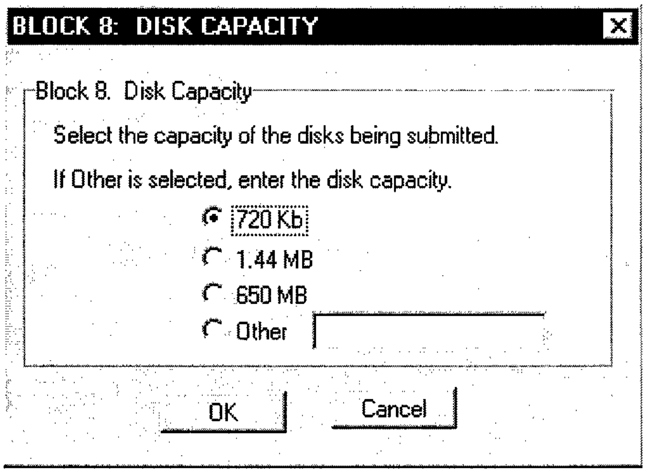
● Binary
○ ASCII
○ Other

Figure 10. Block 7 Character Set

Click OK to continue entering information.

BLOCK 8: Disk Capacity

Select the disk capacity or enter "Other" and type the disk capacity of the nonprint product into the entry field into BLOCK 8 (Figure 11).



Block 8. Disk Capacity

Select the capacity of the disks being submitted.

If Other is selected, enter the disk capacity.

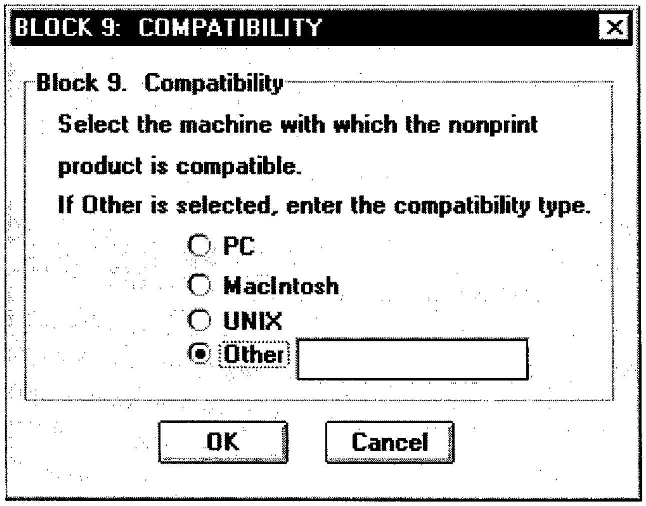
● 720 Kb
○ 1.44 MB
○ 650 MB
○ Other

Figure 11. Block 8 Disk Capacity

Click OK to continue entering information.

BLOCK 9: Compatibility

Select the computer compatibility or enter "Other" and type the compatibility of the nonprint product into the entry field into BLOCK 9 (Figure 12).



Block 9. Compatibility

Select the machine with which the nonprint product is compatible.

If Other is selected, enter the compatibility type.

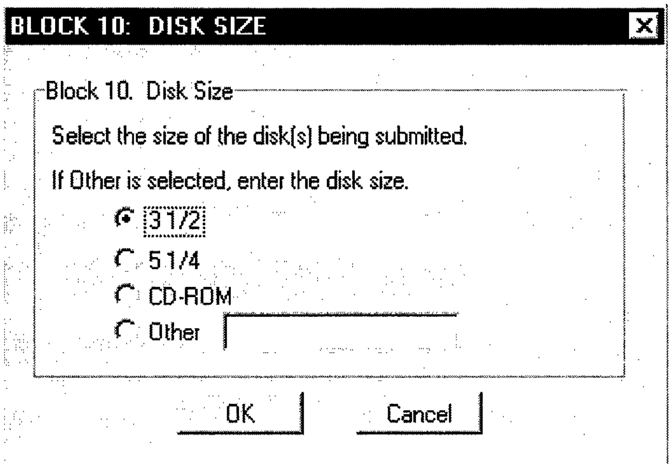
○ PC
○ MacIntosh
○ UNIX
● Other

Figure 12. Block 9 Compatibility

Click OK to continue entering information.

BLOCK 10: Disk Size

Select the size of the disk being submitted or enter "Other" and type the disk size of the nonprint product into the entry field into BLOCK 10 (Figure 13).



BLOCK 10: DISK SIZE

Block 10. Disk Size

Select the size of the disk(s) being submitted.

If Other is selected, enter the disk size.

● 3 1/2
○ 5 1/4
○ CD-ROM
○ Other

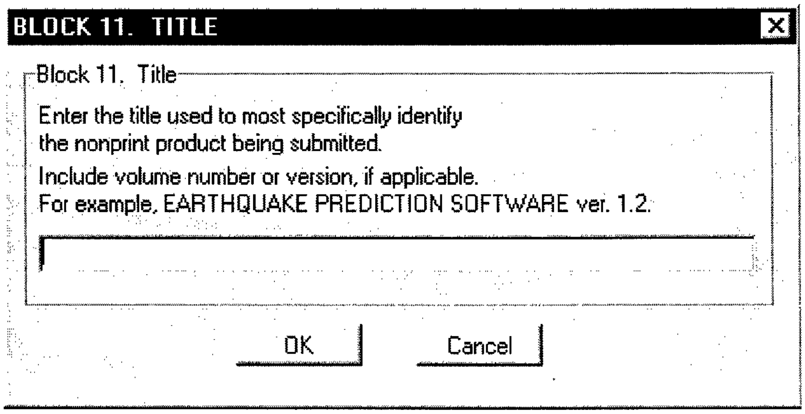
Figure 13. Block 10 Disk Size

Click OK to continue entering information.

BLOCK 11: Title

In this block, you will need to enter the title of the nonprint product (Figure 14).

NOTE: You must enter the title of the nonprint product in this window. If there is not a title entry, an error message will appear requesting the entry of a title, as it is REQUIRED.



BLOCK 11. TITLE

Block 11. Title

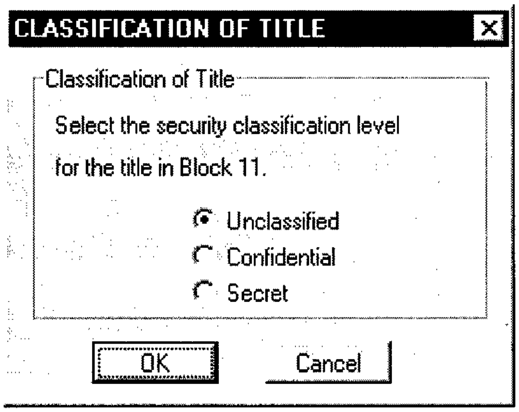
Enter the title used to most specifically identify
the nonprint product being submitted.
Include volume number or version, if applicable.
For example, EARTHQUAKE PREDICTION SOFTWARE ver. 1.2.

Figure 14. Block 11 Title

Click the OK button to continue filling in the form.

Title Classification

A classification of title dialog appears after the Title block. Select the title classification of the nonprint product into this block (Figure 15). A "U", "C", or "S" appears after the title entry in Block 11 according to the title classification selection.



CLASSIFICATION OF TITLE

Classification of Title

Select the security classification level for the title in Block 11.

● Unclassified
○ Confidential
○ Secret

Figure 15. Classification of Title

Click OK to continue entering information.

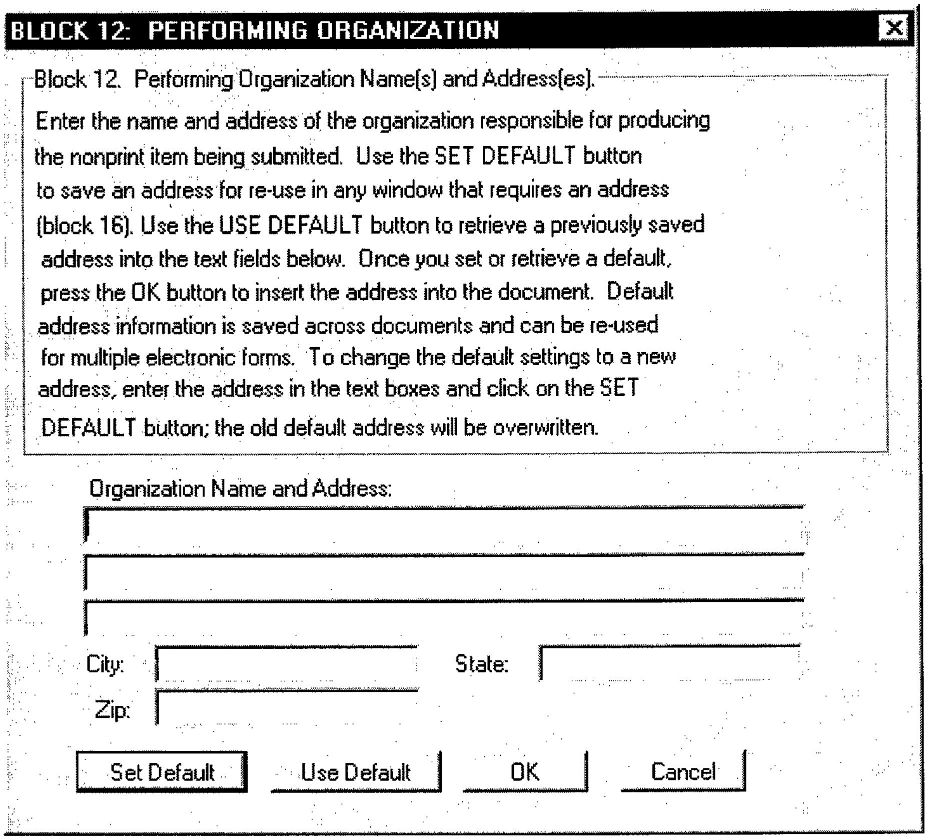
BLOCK 12: Performing Organization Name(s) and Address(es)

Provide information about the Performing Organization in BLOCK 12 (Figure 16). Enter in the name of the organization and the organization's full address in this screen.

If you will be re-using this address information in Block 16 ("Sponsoring Organization Name(s) and Address(es)."), or if you will be re-using this information on the same system to complete further forms, you should use the SET DEFAULT button (Set Default). This button will save the address for use in further dialogs or further electronic forms.

If you have already created electronic forms with the Form 530 template and have saved addresses, you may use the USE DEFAULT button (Use Default) to retrieve a previously saved address into the text boxes in Block 12. If there is not a previously saved address, a message box will appear, informing you that there is no default.

NOTE: It is mandatory that there is a Performing Organization name entry. If not, an error message appears and you will not be able to continue without first entering the name of the organization.

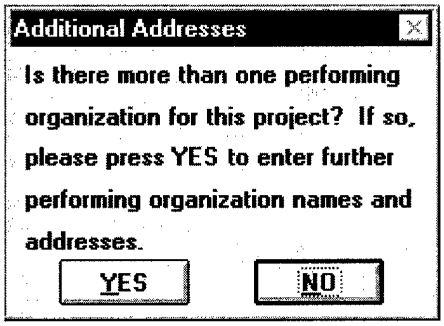

BLOCK 12: PERFORMING ORGANIZATION
Organization Name and Address:
City:
State:
Zip:
Set Default
Use Default
OK
Cancel

Block 12. Performing Organization Name(s) and Address(es).

Enter the name and address of the organization responsible for producing the nonprint item being submitted. Use the SET DEFAULT button to save an address for re-use in any window that requires an address (block 16). Use the USE DEFAULT button to retrieve a previously saved address into the text fields below. Once you set or retrieve a default, press the OK button to insert the address into the document. Default address information is saved across documents and can be re-used for multiple electronic forms. To change the default settings to a new address, enter the address in the text boxes and click on the SET DEFAULT button; the old default address will be overwritten.

Figure 16. Block 12 Performing Organization

When you press OK from BLOCK 12, a prompt for further entry of further names and addresses of Performing Organizations appears. If you choose YES from the message box (Figure 17), you will be provided with the BLOCK 12 screen (Figure 16) a second time; otherwise, you will move on to BLOCK 13 (Figure 18).



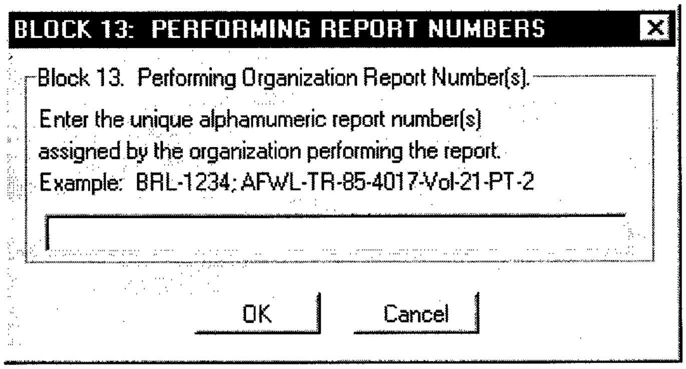
Additional Addresses

Is there more than one performing organization for this project? If so, please press YES to enter further performing organization names and addresses.

Figure 17. Further Performing Organizations Data Entry

BLOCK 13: Performing Report Number(s)

Enter the report number(s) assigned by the Performing Organization into BLOCK 13 (Figure 18).



BLOCK 13: PERFORMING REPORT NUMBERS

Block 13. Performing Organization Report Number(s).

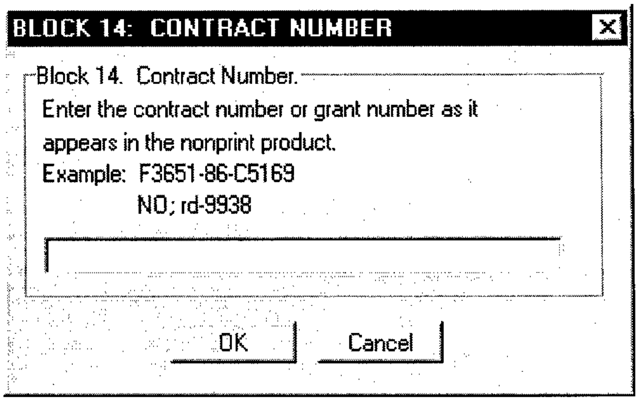
Enter the unique alphamumeric report number(s) assigned by the organization performing the report.
Example: BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2

Figure 18. Block 13 Performing Organization Report Numbers

Click on the OK button to continue filling in the form.

BLOCK 14: Contract Number

Enter the contract number of the nonprint product into the entry field in BLOCK 14 (Figure 19).



BLOCK 14: CONTRACT NUMBER

Block 14. Contract Number.

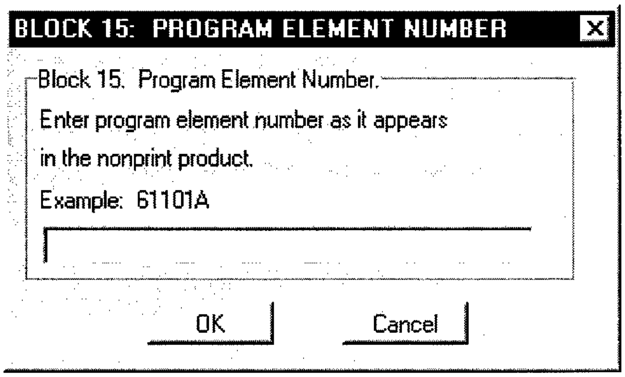
Enter the contract number or grant number as it appears in the nonprint product.
Example: F3651-86-C5169
NO; rd-9938

Figure 19. Block 14 Contract Number

Click OK to continue entering information.

BLOCK 15: Program Element Number

Enter the program element number of the nonprint product into the entry field in BLOCK 15 (Figure 20).



BLOCK 15: PROGRAM ELEMENT NUMBER

Block 15. Program Element Number.

Enter program element number as it appears in the nonprint product.

Example: 61101A

Figure 20. Block 15 Program Element Number

Click OK to continue entering information.

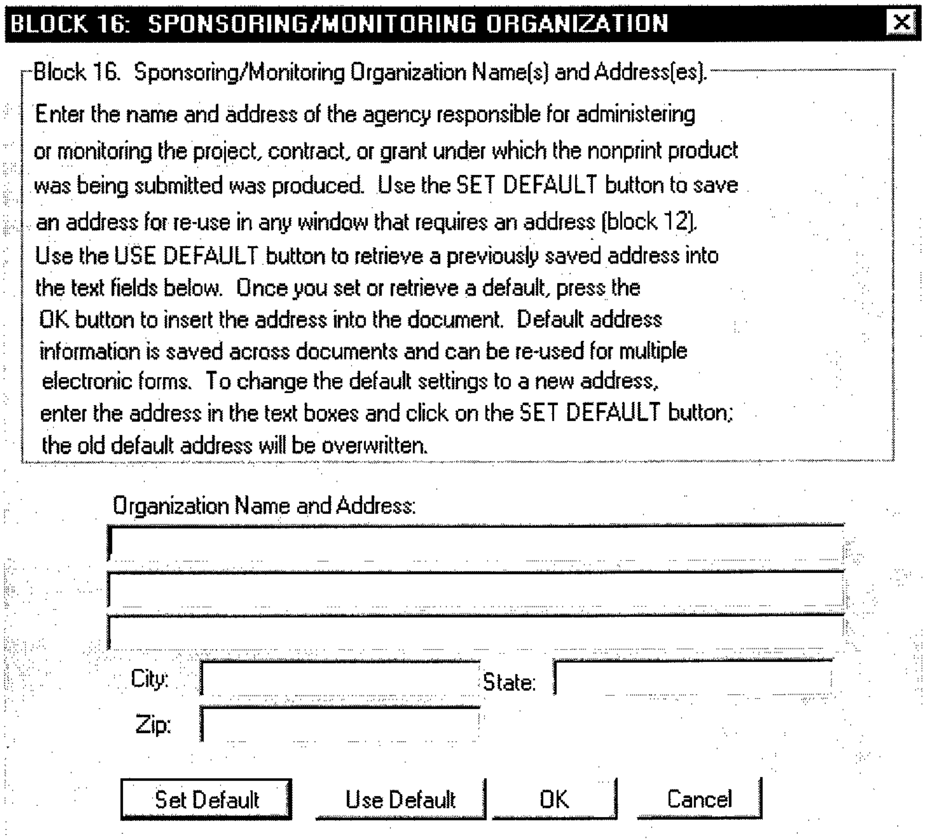
BLOCK 16: Sponsoring/Monitoring Organization Name(s) and Address(es)

Enter information about the Sponsoring/Monitoring Organization into BLOCK 16 (Figure 21). Enter in the name of the organization and the organization's full address in this screen.

If you want to use an address that was previously saved in either another electronic form creation, or that was saved in Block 16, choose the USE DEFAULT button (Use Default). If there is not a previously saved address, a message box will appear, informing you that there is no default. Otherwise, previously saved address information appears in the text fields in Block 16.

If you want to overwrite a previously saved address, type in the new address and choose the SET DEFAULT button (Set Default).

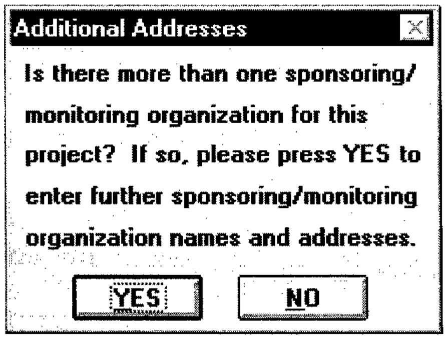
NOTE: It is mandatory that there is a Sponsoring/Monitoring Organization name entry. If not, an error message appears and you will not be able to continue without first entering the name of the organization.


BLOCK 16: SPONSORING/MONITORING ORGANIZATION
Block 16. Sponsoring/Monitoring Organization Name(s) and Address(es).
Organization Name and Address:
City:
State:
Zip:
Set Default
Use Default
OK
Cancel

Enter the name and address of the agency responsible for administering or monitoring the project, contract, or grant under which the nonprint product was being submitted was produced. Use the SET DEFAULT button to save an address for re-use in any window that requires an address (block 12). Use the USE DEFAULT button to retrieve a previously saved address into the text fields below. Once you set or retrieve a default, press the OK button to insert the address into the document. Default address information is saved across documents and can be re-used for multiple electronic forms. To change the default settings to a new address, enter the address in the text boxes and click on the SET DEFAULT button; the old default address will be overwritten.

Figure 21. Block 16 Sponsoring/Monitoring Organization

When you press OK from BLOCK 16, a prompt for further names and addresses of Sponsoring/Monitoring Organizations appears. If you choose YES from the message box (Figure 22), you will be provided with the BLOCK 16 screen (Figure 21) a second time; otherwise, you will move on to BLOCK 17 (Figure 23).

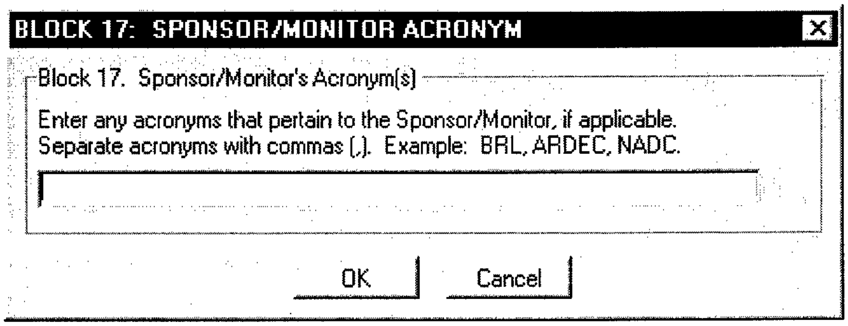

Additional Addresses
YES
NO

Is there more than one sponsoring/monitoring organization for this project? If so, please press YES to enter further sponsoring/monitoring organization names and addresses.

Figure 22. Further Sponsoring/Monitoring Organization Addresses Data Entry

BLOCK 17: Sponsor/Monitor's Acronym(s)

Enter any acronym (s) assigned by the Sponsoring/Monitoring Organization into BLOCK 17 (Figure 23).



BLOCK 17: SPONSOR/MONITOR ACRONYM

Block 17. Sponsor/Monitor's Acronym(s)

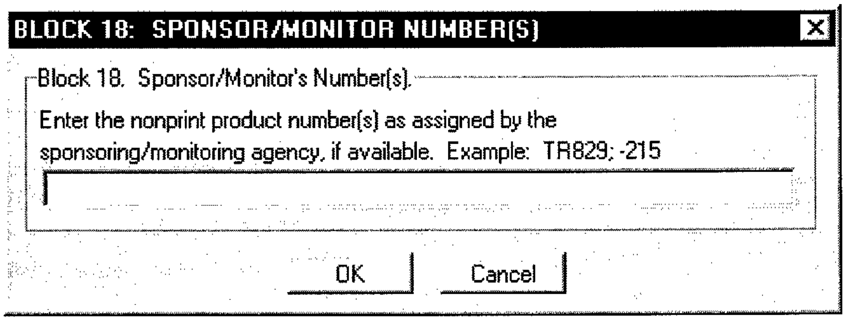
Enter any acronyms that pertain to the Sponsor/Monitor, if applicable.
Separate acronyms with commas (,). Example: BRL, ARDEC, NADC.

Figure 23. Block 17 Sponsor/Monitor's Acronyms

Click on the OK button to continue filling in the form.

BLOCK 18: Sponsor/Monitor Number(s)

Enter the sponsor/monitor number(s) assigned by the Sponsoring/Monitoring Organization into BLOCK 18 (Figure 24).



BLOCK 18: SPONSOR/MONITOR NUMBER(S)

Block 18. Sponsor/Monitor's Number(s).

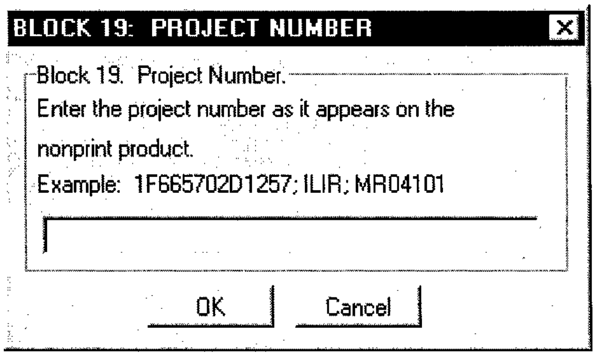
Enter the nonprint product number(s) as assigned by the sponsoring/monitoring agency, if available. Example: TR829; -215

Figure 24. Block 18 Sponsor/Monitor Numbers

Click on the OK button to continue filling in the form.

BLOCK 19: Project Number

Enter the project number as it appears on the nonprint product into BLOCK 19 (Figure 25).



BLOCK 19: PROJECT NUMBER

Block 19. Project Number.

Enter the project number as it appears on the nonprint product.

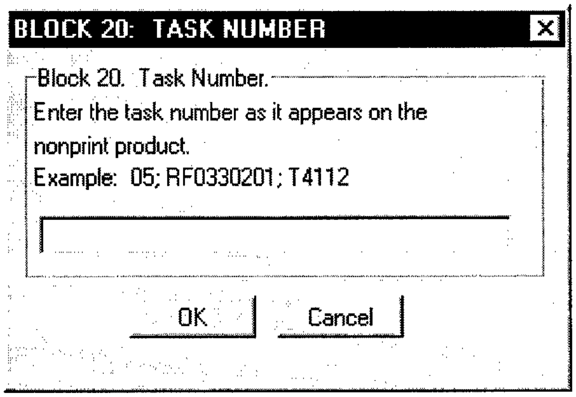
Example: 1F665702D1257; ILIR; MR04101

Figure 25. Block 19 Project Number

Click on the OK button to continue filling in the form.

BLOCK 20: Task Number

Enter the task number as it appears on the nonprint product into BLOCK 20 (Figure 26).



BLOCK 20: TASK NUMBER

Block 20. Task Number.

Enter the task number as it appears on the nonprint product.

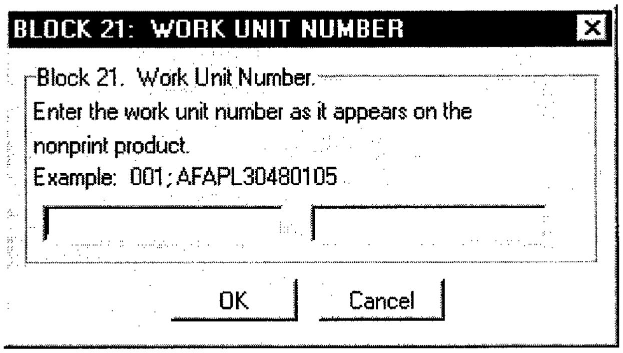
Example: 05; RF0330201; T4112

Figure 26. Block 20 Task Number

Click on the OK button to continue filling in the form.

BLOCK 21: Work Unit Number

Enter the work unit number as it appears on the nonprint product into BLOCK 21 (Figure 27).



BLOCK 21: WORK UNIT NUMBER

Block 21. Work Unit Number.

Enter the work unit number as it appears on the nonprint product.

Example: 001; AFAPL30480105

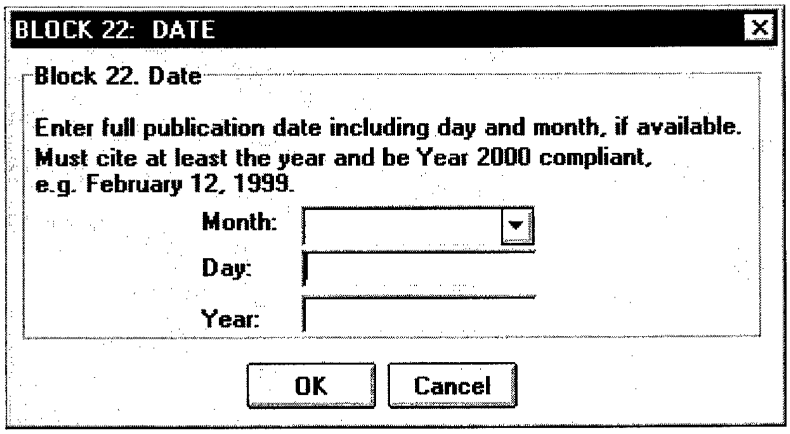
Figure 27. Block 21 Work Unit Number

Click on the OK button to continue filling in the form.

BLOCK 22: Date

Enter the publication date of the nonprint product by entering a day in numerical format (1-31), selecting a month from the drop-down list, and entering a four-digit year in the "Year" field into BLOCK 22 (Figure 28).

NOTE: You will be required to enter at least the Year, and it MUST be in four digits or an error message will appear and will not let you proceed until a year is entered.



BLOCK 22: DATE
Block 22. Date
Month:
Day:
Year:
OK
Cancel

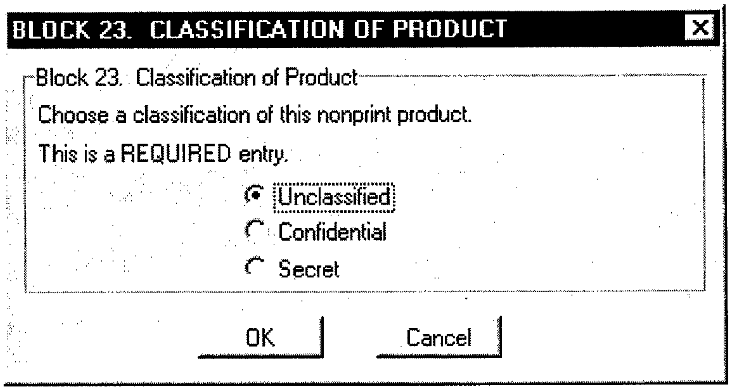
Enter full publication date including day and month, if available. Must cite at least the year and be Year 2000 compliant, e.g. February 12, 1999.

Figure 28. Block 22 Date

Choose OK to continue filling out the form.

Block 23: Classification of Product

Select the classification of the nonprint product into BLOCK 23 (Figure 29).



BLOCK 23. CLASSIFICATION OF PRODUCT
Block 23. Classification of Product
OK
Cancel

Choose a classification of this nonprint product.

This is a REQUIRED entry.

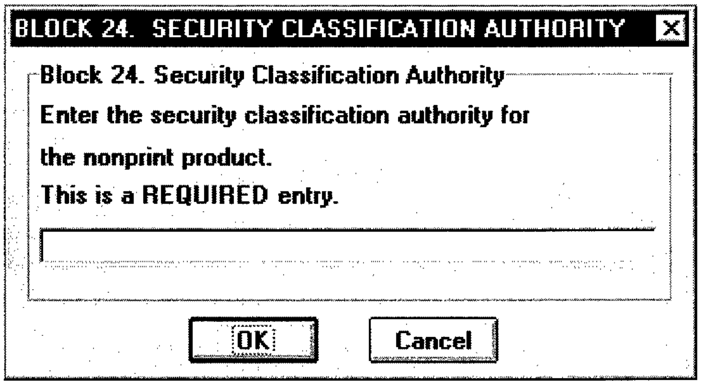
● Unclassified
○ Confidential
○ Secret

Figure 29. Block 23 Classification of Product

Click OK to continue entering information.

BLOCK 24: Security Classification Authority

Enter the security classification authority for the nonprint product into BLOCK 24 (Figure 30). This is a REQUIRED entry.



BLOCK 24. SECURITY CLASSIFICATION AUTHORITY

Block 24. Security Classification Authority

Enter the security classification authority for the nonprint product.

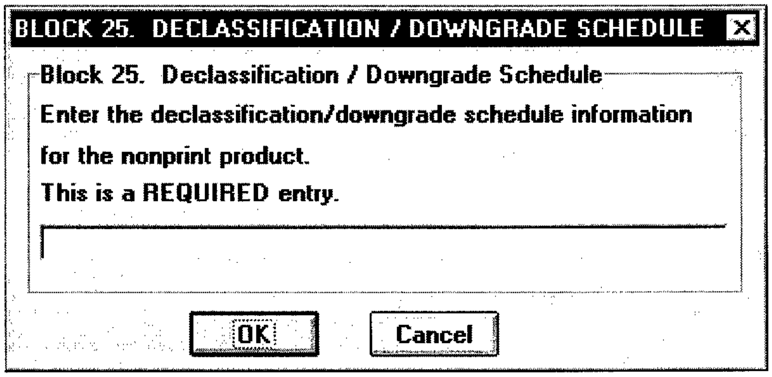
This is a REQUIRED entry.

Figure 30. Block 24 Security Classification Authority

Click on the OK button to continue filling in the form.

BLOCK 25: Declassification/Downgrade Schedule

Enter the declassification/downgrade schedule of the nonprint product into BLOCK 25 (Figure 31).



BLOCK 25. DECLASSIFICATION / DOWNGRADE SCHEDULE

Block 25. Declassification / Downgrade Schedule

Enter the declassification/downgrade schedule information for the nonprint product.

This is a REQUIRED entry.

Figure 31. Block 25 Declassification/Downgrade Schedule

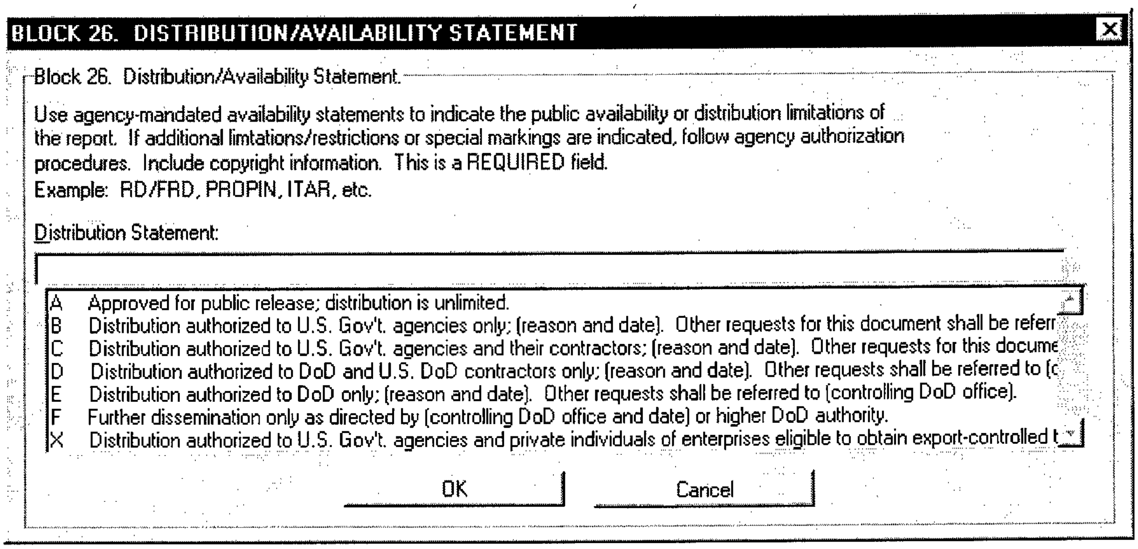
Click on the OK button to continue filling in the form.

BLOCK 26: Distribution/Availability Statement

Enter specific Distribution and Availability codes into BLOCK 26 (Figure 32). This information will appear on the Nonprint Product Documentation Page based on which item you choose from the list of available codes.

The UNCLASSIFIED Form 530 template provides seven available distribution codes. When you choose a code, it will appear in the edit box above the list of codes. To change your choice, click on a different code.

After selecting a code, press OK to continue filling in the form.



BLOCK 26. DISTRIBUTION/AVAILABILITY STATEMENT

Block 26. Distribution/Availability Statement.

Use agency-mandated availability statements to indicate the public availability or distribution limitations of the report. If additional limtations/restrictions or special markings are indicated, follow agency authorization procedures. Include copyright information. This is a REQUIRED field.
Example: RD/FRD, PROPIN, ITAR, etc.

Distribution Statement:

A Approved for public release; distribution is unlimited.
B Distribution authorized to U.S. Gov't. agencies only; (reason and date). Other requests for this document shall be refer
C Distribution authorized to U.S. Gov't. agencies and their contractors; (reason and date). Other requests for this docume
D Distribution authorized to DoD and U.S. DoD contractors only; (reason and date). Other requests shall be referred to (c
E Distribution authorized to DoD only; (reason and date). Other requests shall be referred to (controlling DoD office).
F Further dissemination only as directed by (controlling DoD office and date) or higher DoD authority.
X Distribution authorized to U.S. Gov't. agencies and private individuals of enterprises eligible to obtain export-controlled t

Figure 32. Block 26 Distribution/Availability Statement

Supplementary Distribution Code Information

If you choose any distribution code other than Distribution Code A, you will need to input further information about the date of determination of the Distribution Code, and the Controlling DoD office. In several cases (Distribution Codes B through E), you will also be required to choose a reason for the Distribution Code. Enter this supplementary distribution information through a window similar to that shown in Figure 33.

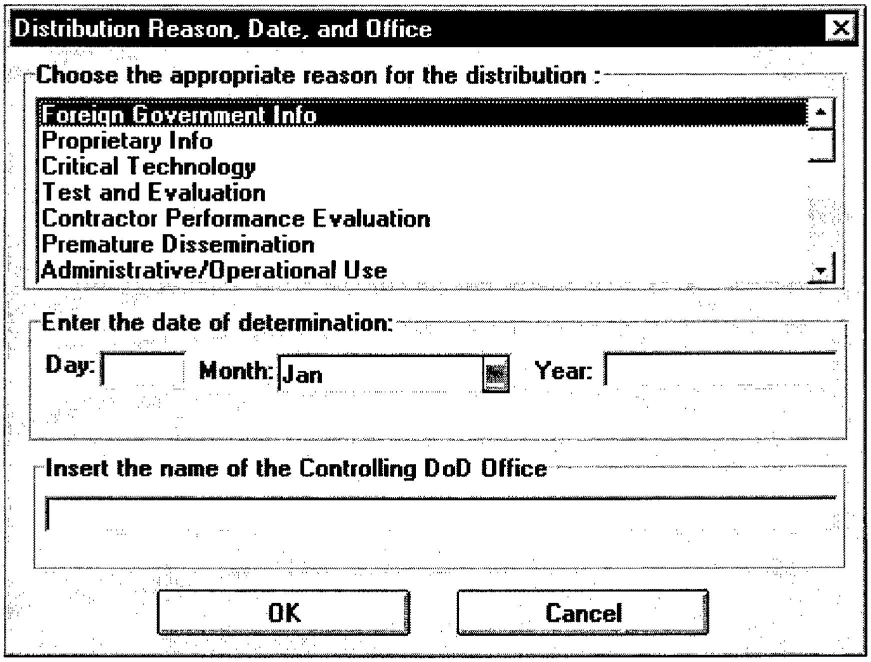

Distribution Reason, Date, and Office
Choose the appropriate reason for the distribution :
Foreign Government Info
Proprietary Info
Critical Technology
Test and Evaluation
Contractor Performance Evaluation
Premature Dissemination
Administrative/Operational Use
Enter the date of determination:
Day:
Month:
Jan
Year:
Insert the name of the Controlling DoD Office
OK
Cancel

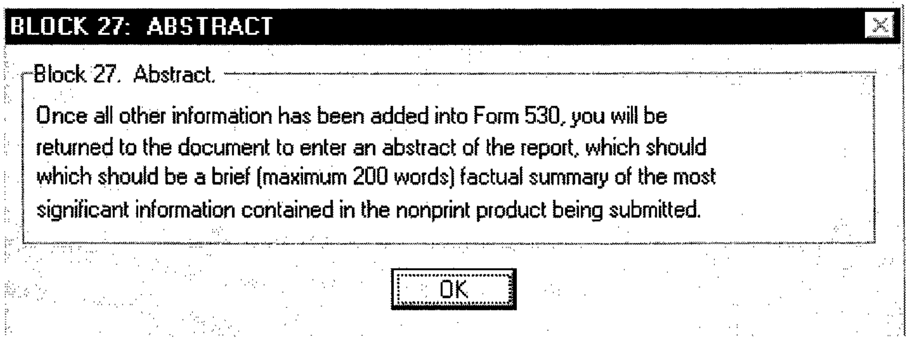
Figure 33. Supplementary Distribution Code information.

NOTE: It is mandatory that you enter ALL information as requested in the Supplementary Distribution Code windows. The year entered must be a four-digit year. Any incomplete information or incorrect dates will cause an error message to display.

Pressing OK will allow you to continue to enter information into the form.

BLOCK 27: Abstract Message

You will enter the abstract information into Form 530 after completed all other requested fields. However, to inform you of this, after the screen for BLOCK 26, a message screen will appear. This message screen informs you that the abstract of the document will be entered later (Figure 34).


BLOCK 27: ABSTRACT
Block 27. Abstract.
OK

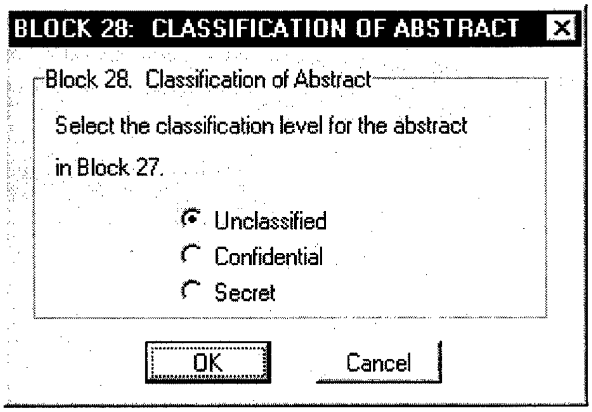
Once all other information has been added into Form 530, you will be returned to the document to enter an abstract of the report, which should which should be a brief (maximum 200 words) factual summary of the most significant information contained in the nonprint product being submitted.

Figure 34. Block 27 Abstract Message

Click the OK button to continue filling in the form.

Block 28: Classification of Abstract

Select the abstract classification of the nonprint product into BLOCK 28 (Figure 35).



BLOCK 28: CLASSIFICATION OF ABSTRACT

Block 28. Classification of Abstract

Select the classification level for the abstract in Block 27.

● Unclassified

○ Confidential

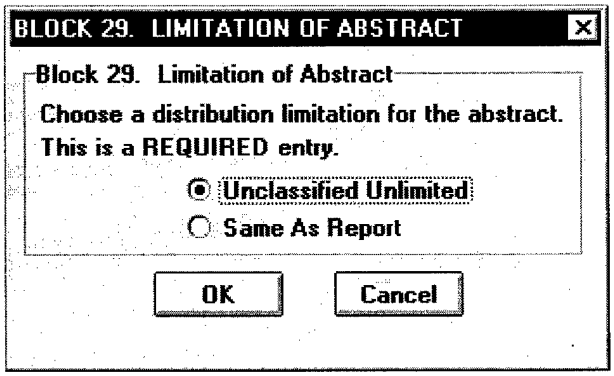
○ Secret

Figure 35. Block 28 Classification of Abstract

Click OK to continue entering information.

BLOCK 29: Limitation of Abstract

Enter the limitations of the Abstract in the BLOCK 29 screen (Figure 36).



BLOCK 29. LIMITATION OF ABSTRACT

Block 29. Limitation of Abstract

Choose a distribution limitation for the abstract. This is a REQUIRED entry.

● Unclassified Unlimited

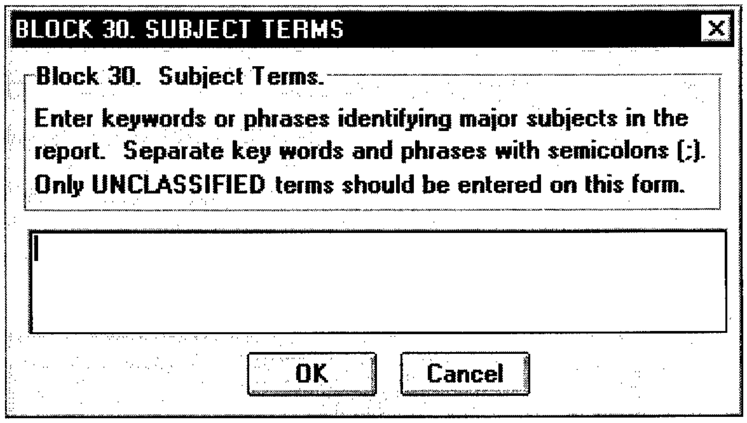
○ Same As Report

Figure 36. Block 29 Limitation of Abstract

Press OK to continue filling in the form.

BLOCK 30: Subject Terms

Type in any identifying terms or phrases, which may be used for indexing of the nonprint product (Figure 37). Separate terms and phrases with a semicolon (;). You may type up to 255 characters in BLOCK 30.


BLOCK 30. SUBJECT TERMS
Block 30. Subject Terms.
OK
Cancel

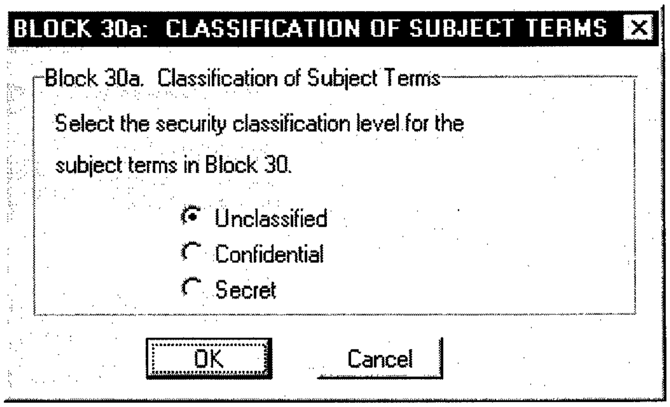
Enter keywords or phrases identifying major subjects in the report. Separate key words and phrases with semicolons (;). Only UNCLASSIFIED terms should be entered on this form.

Figure 37. Block 30 Subject Terms

Press OK to continue filling in the document.

Block 30a: Classification of Subject Terms

Select the subject terms classification from the description in BLOCK 30 of the nonprint product into BLOCK 30a (Figure 38).


BLOCK 30a: CLASSIFICATION OF SUBJECT TERMS
Block 30a. Classification of Subject Terms
OK
Cancel

Select the security classification level for the subject terms in Block 30.

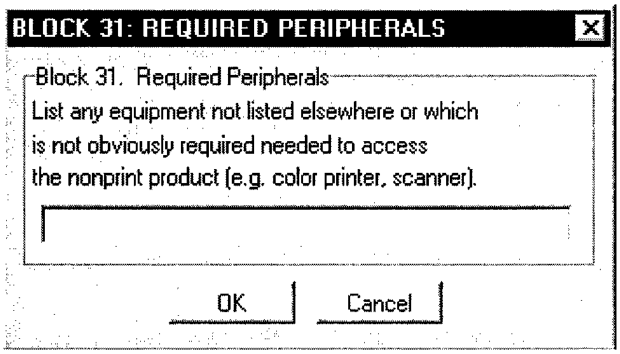
● Unclassified
○ Confidential
○ Secret

Figure 38. Block 30a Classification of Subject Terms

Click OK to continue entering information.

Block 31: Required Peripherals

Enter any equipment not listed elsewhere needed to access the nonprint product into BLOCK 31 (Figure 39).


BLOCK 31: REQUIRED PERIPHERALS
Block 31. Required Peripherals

List any equipment not listed elsewhere or which is not obviously required needed to access the nonprint product (e.g. color printer, scanner).

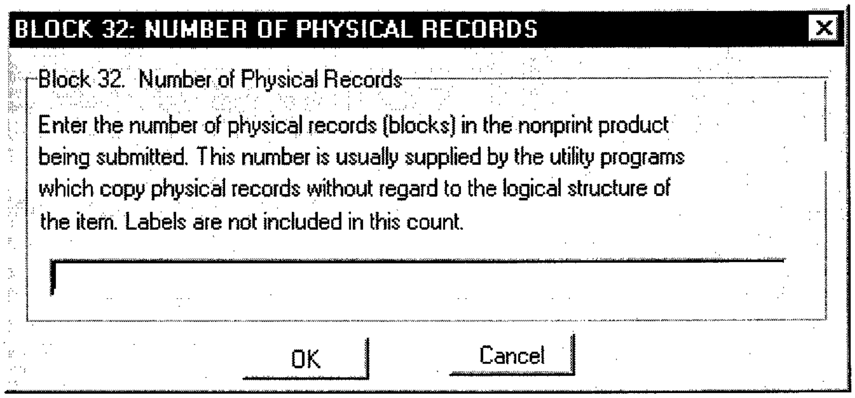
OK
Cancel

Figure 39. Block 31 Required Peripherals

Click on the OK button to continue filling in the form.

Block 32: Number of Physical Records

Enter the number of physical records (blocks) in the nonprint product into BLOCK 32 (Figure 40). The utility programs, which copy physical records without regard to the logical structure of the item, usually provide this number. Labels are not included in this count.


BLOCK 32: NUMBER OF PHYSICAL RECORDS
Block 32. Number of Physical Records

Enter the number of physical records (blocks) in the nonprint product being submitted. This number is usually supplied by the utility programs which copy physical records without regard to the logical structure of the item. Labels are not included in this count.

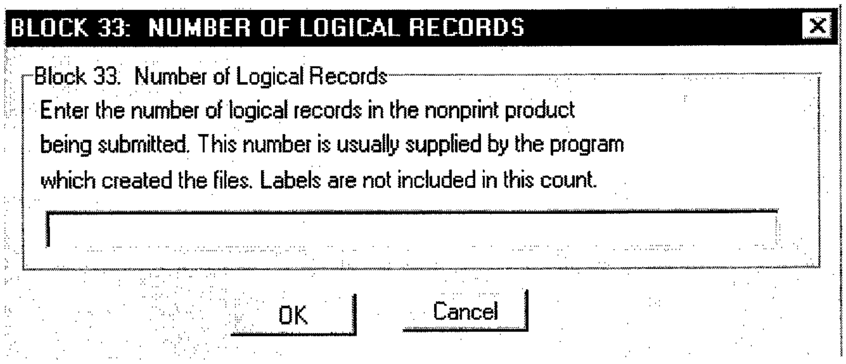
OK
Cancel

Figure 40. Block 32 Number of Physical Records

Click on the OK button to continue filling in the form.

Block 33: Number of Logical Records

Enter the number of logical records in the nonprint product into BLOCK 33 (Figure 41). The program that created the files usually provides this number. Labels are not included in this count.


BLOCK 33: NUMBER OF LOGICAL RECORDS
Block 33. Number of Logical Records

Enter the number of logical records in the nonprint product being submitted. This number is usually supplied by the program which created the files. Labels are not included in this count.

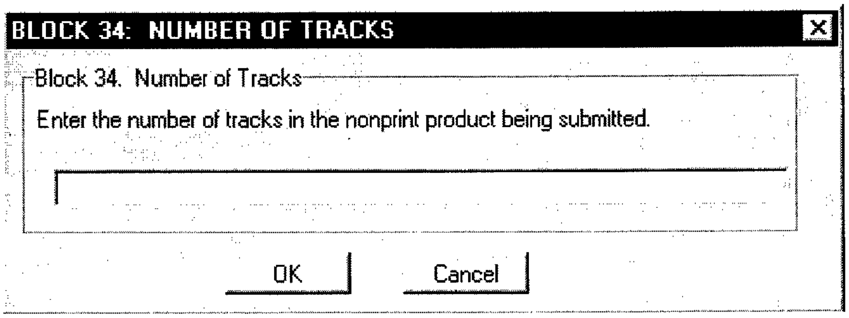
OK
Cancel

Figure 41. Block 33 Number of Logical Records

Click on the OK button to continue filling in the form.

Block 34: Number of Tracks

Enter the number of tracks in the nonprint product into BLOCK 34 (Figure 42).


BLOCK 34: NUMBER OF TRACKS
Block 34. Number of Tracks

Enter the number of tracks in the nonprint product being submitted.

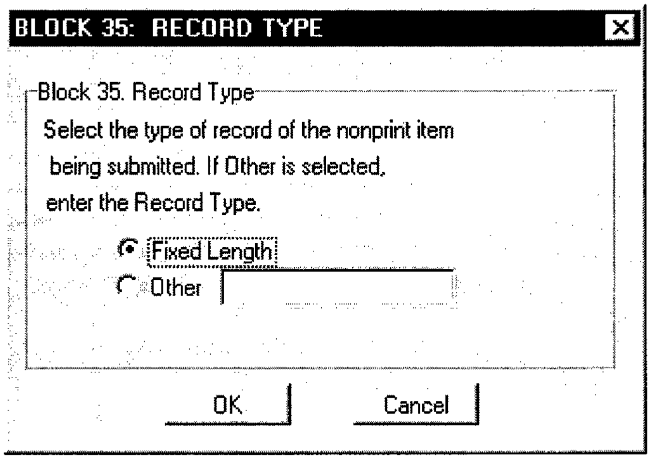
OK
Cancel

Figure 42. Block 34 Number of Tracks

Click on the OK button to continue filling in the form.

BLOCK 35: Record Type

Select the type of record being submitted or enter "Other" and type the record type of the nonprint product into the entry field on BLOCK 35 (Figure 43).



BLOCK 35: RECORD TYPE
Block 35. Record Type
OK
Cancel

Select the type of record of the nonprint item being submitted. If Other is selected, enter the Record Type.

● Fixed Length

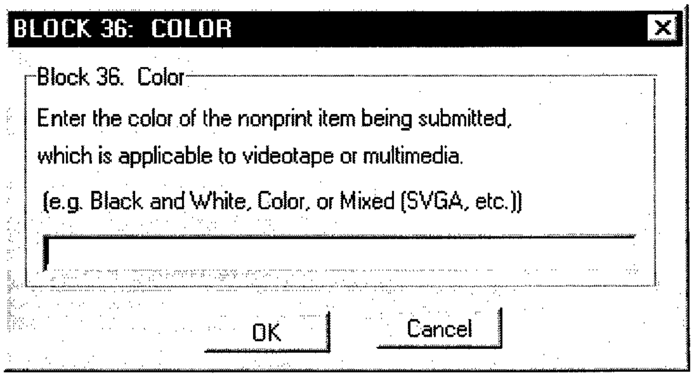
○ Other

Figure 43. Block 35 Record Type

Click OK to continue entering information.

Block 36: Color

Enter the color, such as Black and White, of the nonprint product into BLOCK 36 (Figure 44).



BLOCK 36: COLOR
Block 36. Color
OK
Cancel

Enter the color of the nonprint item being submitted, which is applicable to videotape or multimedia.

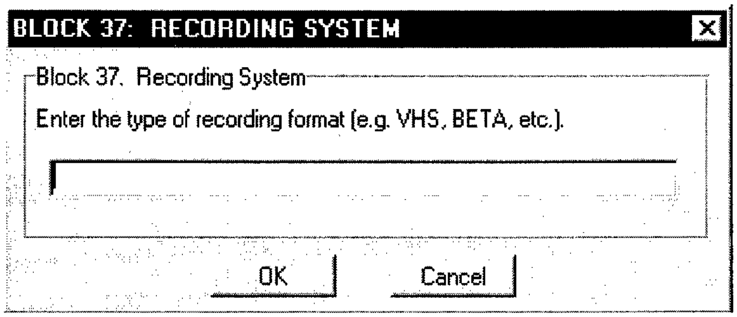
(e.g. Black and White, Color, or Mixed (SVGA, etc.))

Figure 44. Block 36 Color

Click on the OK button to continue filling in the form.

Block 37: Recording System

Enter the type of recording format, such as VHS, of the nonprint product into BLOCK 37 (Figure 45).


BLOCK 37: RECORDING SYSTEM
Block 37. Recording System
OK
Cancel

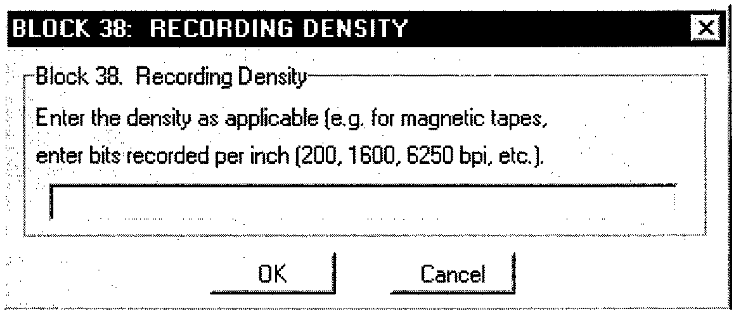
Enter the type of recording format (e.g. VHS, BETA, etc.).

Figure 45. Block 37 Recording System

Click on the OK button to continue filling in the form.

Block 38: Recording Density

Enter the density, such as 1600, of the nonprint product into BLOCK 38 (Figure 46).


BLOCK 38: RECORDING DENSITY
Block 38. Recording Density
OK
Cancel

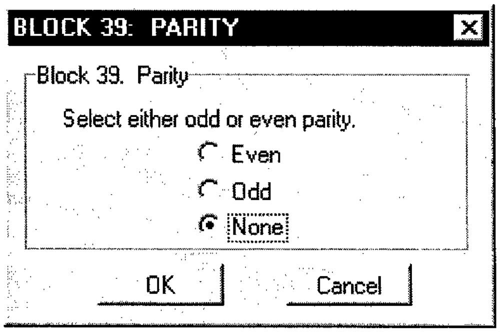
Enter the density as applicable (e.g. for magnetic tapes, enter bits recorded per inch (200, 1600, 6250 bpi, etc.).

Figure 46. Block 38 Recording Density

Click on the OK button to continue filling in the form.

Block 39: Parity

Select the parity of the nonprint product into BLOCK 39 (Figure 47).


BLOCK 39: PARITY
Block 39. Parity
OK
Cancel

Select either odd or even parity.

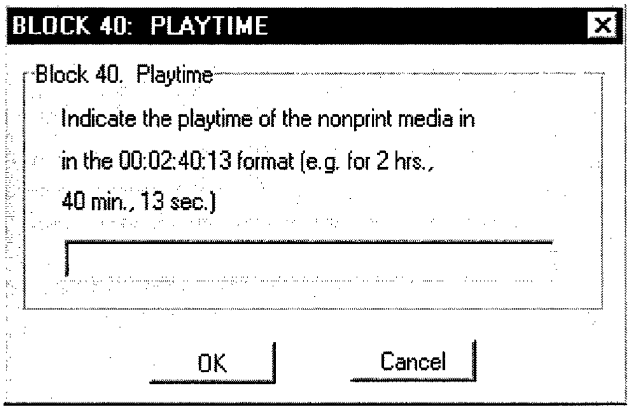
○ Even
○ Odd
● None

Figure 47. Block 39 Parity

Click OK to continue entering information.

Block 40: Playtime

Enter the playing time in the 00:02:40:13 format of the nonprint product into BLOCK 40 (Figure 48).


BLOCK 40: PLAYTIME
Block 40. Playtime
OK
Cancel

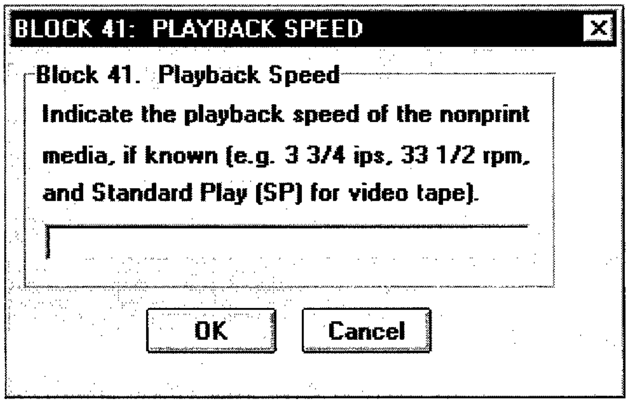
Indicate the playtime of the nonprint media in in the 00:02:40:13 format (e.g. for 2 hrs., 40 min., 13 sec.)

Figure 48. Block 40 Playtime

Click on the OK button to continue filling in the form.

Block 41: Playback Speed

Enter the playback speed, if known, of the nonprint product into BLOCK 41 (Figure 49).


BLOCK 41: PLAYBACK SPEED
Block 41. Playback Speed
OK
Cancel

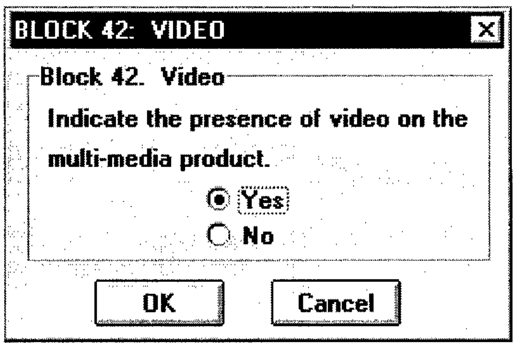
Indicate the playback speed of the nonprint media, if known (e.g. 3 3/4 ips, 33 1/2 rpm, and Standard Play (SP) for video tape).

Figure 49. Block 41 Playback Speed

Click on the OK button to continue filling in the form.

Block 42: Video

Select either "Yes" or "No", indicating if video is present, in the nonprint product into BLOCK 42 (Figure 50).



BLOCK 42: VIDEO

Block 42. Video

Indicate the presence of video on the multi-media product.

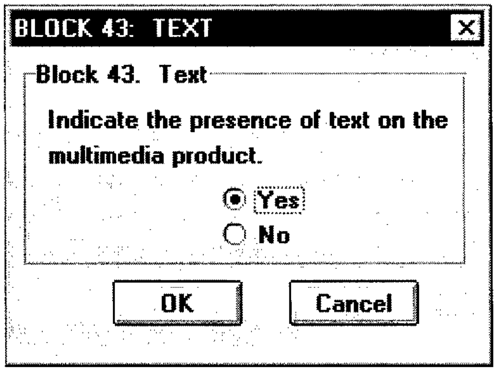
● Yes
○ No

Figure 50. Block 42 Video

Click OK to continue entering information.

Block 43: Text

Select either "Yes" or "No", indicating if text is present, in the nonprint product into BLOCK 43 (Figure 51).



BLOCK 43: TEXT

Block 43. Text

Indicate the presence of text on the multimedia product.

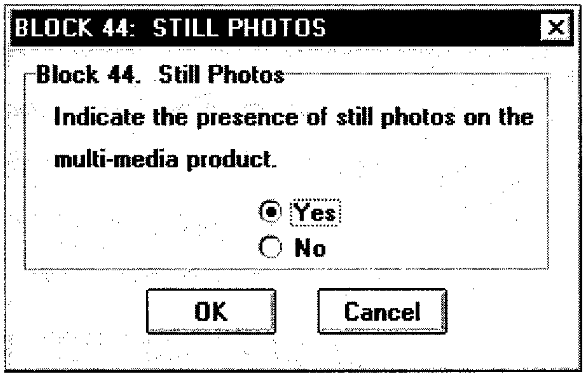
● Yes
○ No

Figure 51. Block 43 Video

Click OK to continue entering information.

Block 44: Still Photos

Select either "Yes" or "No", indicating if still photos are present, in the nonprint product into BLOCK 44 (Figure 52).


BLOCK 44: STILL PHOTOS
Block 44. Still Photos
OK
Cancel

Indicate the presence of still photos on the multi-media product.

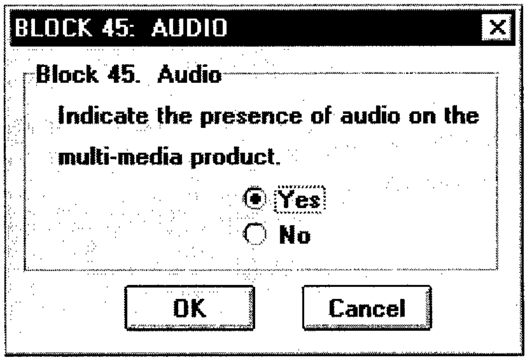
● Yes
○ No

Figure 52. Block 44 Text

Click OK to continue entering information.

Block 45: Audio

Select either "Yes" or "No", indicating if audio is present, in the nonprint product into BLOCK 45 (Figure 53).


BLOCK 45: AUDIO
Block 45. Audio
OK
Cancel

Indicate the presence of audio on the multi-media product.

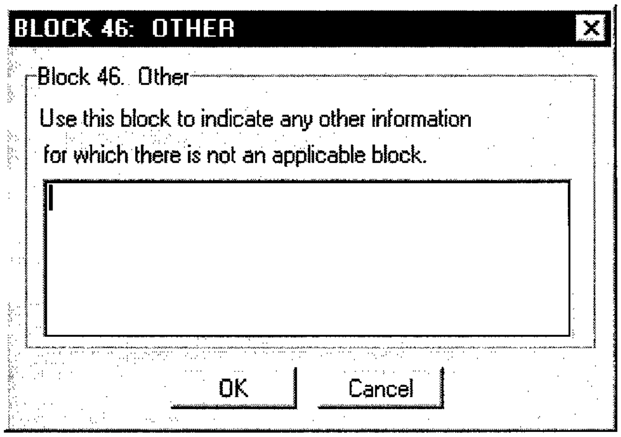
● Yes
○ No

Figure 53. Block 45 Audio

Click OK to continue entering information.

BLOCK 46: Other

Enter any other information, for which there is not an applicable block, about the nonprint product into BLOCK 46 (Figure 54).


BLOCK 46: OTHER
Block 46. Other
OK
Cancel

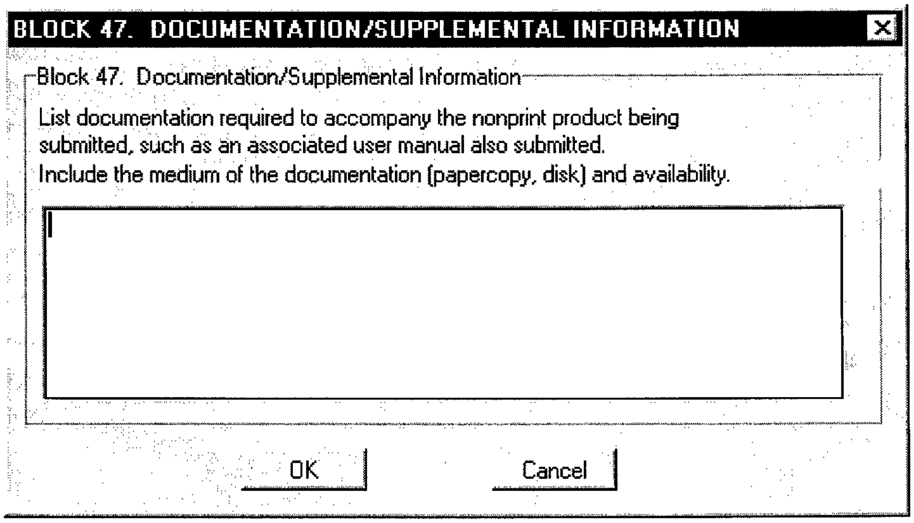
Use this block to indicate any other information for which there is not an applicable block.

Figure 54. Block 46 Other

Click OK to continue entering information.

BLOCK 47: Documentation/Supplemental Information

List documentation required accompanying the nonprint product, such as an associated user's manual, into BLOCK 47 (Figure 55).


BLOCK 47. DOCUMENTATION/SUPPLEMENTAL INFORMATION
Block 47. Documentation/Supplemental Information
OK
Cancel

List documentation required to accompany the nonprint product being submitted, such as an associated user manual also submitted.
Include the medium of the documentation (papercopy, disk) and availability.

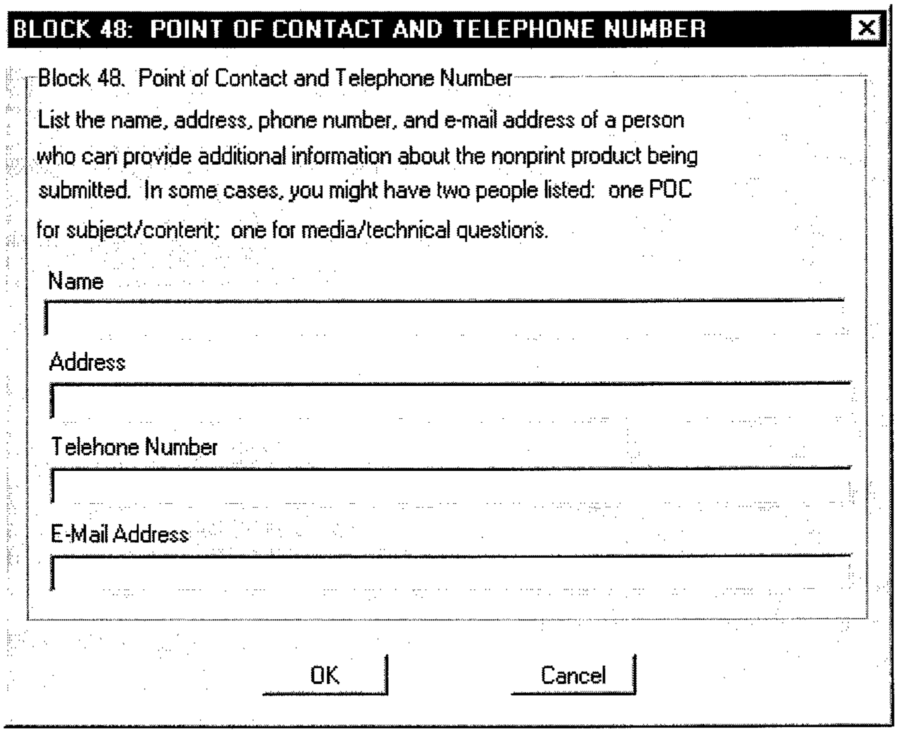
Figure 55. Block 47 Documentation/Supplemental Information

Click OK to continue entering information.

BLOCK 48: Point of Contact Name and Telephone Number

Enter a point of contact name and a telephone number for the person who can provide additional information about the nonprint product in BLOCK 48 (Figure 56). Complete the telephone number field with no more than fourteen characters, including hyphens and parentheses.

NOTE: It is mandatory that you enter a name and a telephone number in their appropriate fields. If there is no entry in the name or telephone number field, an error message appears asking you to complete these fields. After entering the name and number, pressing OK will allow you to complete the form.



Block 48. Point of Contact and Telephone Number

List the name, address, phone number, and e-mail address of a person who can provide additional information about the nonprint product being submitted. In some cases, you might have two people listed: one POC for subject/content; one for media/technical questions.

Figure 56. Block 48 Point of Contact and Telephone Number

SECURITY CLASSIFICATION OF THE PAGE

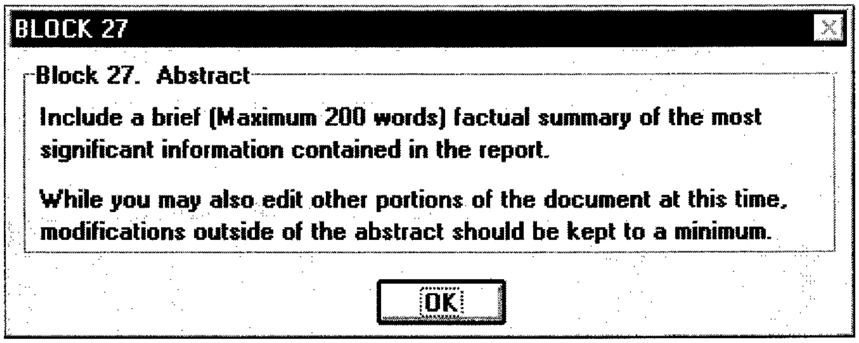
The footer of this form are automatically entered, as determined by what security classifications are selected in the following blocks:

a. Title Classification selection (Block 11)
b. Classification of Product (Block 23)
c. Classification of Abstract (Block 28)
d. Classification of Subject Terms (Block 30a)

The highest classification selected appears in this entry on both pages of the form.

ABSTRACT ENTRY MESSAGE

The last screen that appears in the Electronic Form 530 document is a message screen indicating that you may now enter your abstract into Form 530 (Figure 57).



Include a brief (Maximum 200 words) factual summary of the most significant information contained in the report.

While you may also edit other portions of the document at this time, modifications outside of the abstract should be kept to a minimum.

Figure 57. Abstract Entry Message

Once you press OK from this screen, you may begin to enter your abstract.

The Basics of Writing the Abstract

Writing the Abstract

All abstracts must be under 200 words in length and may not include graphics, tables, art, charts, or equations. You may use the button bar and menu options to provide formatting to the abstract, such as Superscripts, Subscripts, justification, and indents.

Using the Button Bar

As you write the abstract about the nonprint product into Form 530, you may use formatting features from the menus and button bar. The button bar (Figure 58) has been customized, displaying all the buttons necessary to perform specific functions in the template.

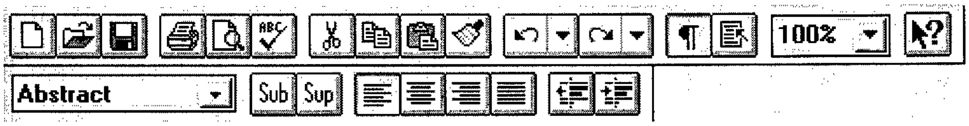


Figure 58. Button Bar

Descriptions of each button is below.

Button	**Function**
🗋	Start a new file. This will start a new file based off of the NORMAL template in Word 6.0 or 7.0.
📂	Open a file. This is the same action as choosing **Open** from the **File** menu.
💾	Save a file. This is the same action as choosing **Save As** from the **File** menu. The default for saving these files is to save them as Rich Text Format (RTF). To do this, choosing to save automatically invokes the "Save As" dialog.
🖨	Print a file. This is the same action as choosing **Print** from the **File** menu.
🔍	This button will activate Word's Print Preview feature, allowing you to view what will print. This is the same action as choosing **Print Preview** from the **File** menu.
ABC ✓	This button will run the Word spell checker. This is the same action as choosing **Spelling** from the **Tools** menu.
✂	Cuts selected text from the file to the clipboard. This is the same action as choosing **Cut** from the **Edit** menu.
⧉	Copies selected text from the file to the clipboard. This is the same action as choosing **Copy** from the **Edit** menu.
📋	Pastes cut or copied text from the clipboard into the current document at the position of the cursor. This is the same action as choosing **Paste** from the **Edit** menu.
↶ ▾	Undo a previous action. This is the same action as choosing **Undo** from the **Edit** menu. ONLY use this button when entering the abstract.
↷ ▾	Redo a previous action. This is the same action as choosing **Redo** from the **Edit** menu. ONLY use this button when entering the abstract.

¶	Toggles Paragraph marks on and off in the document.
	Inserts a symbol into the document at the position of the cursor. This is the same action as choosing **Symbol** from the **Insert** menu. ONLY use this button when entering the abstract.
100% ⬇	Allows you to view the document at different percentages--zoom in and out. This is the same action as choosing **Zoom** from the **View** menu.
?	Provides Word Help on any part of the screen you click on after clicking on this button.
Normal ⬇	Allows you to see the Form 530 style that is active on the text where your cursor is located.
Sub	Selecting text, then clicking on this button will make the selected text subscripted. ONLY use this button when entering the abstract.
Sup	Selecting text, then clicking on this button will make the selected text superscripted. ONLY use this button when entering the abstract.
	These buttons indicate the justification of the text in a cell.
	Using these buttons will allow you to indent text. ONLY use these buttons when entering the abstract.

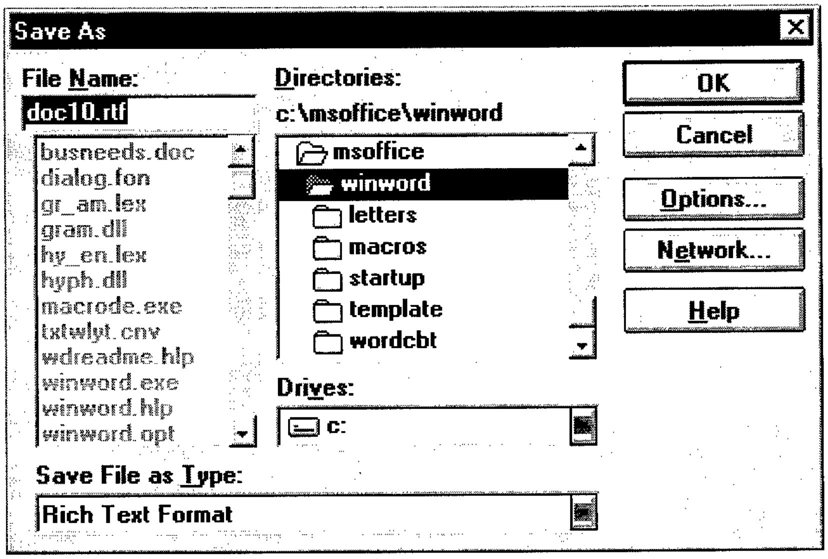
Editing and Saving Form 530

Editing Form 530

Once you have completed filling out the form with the prompt screens, you will be able to edit the form as a normal Word 6.0 or 7.0 document. You can select text, copy text, and type over text, fixing any error entries when you filled in the information in the prompt screens.

Saving Form 530

After filling out Form 530, you will want to save the form document for submittal to the Defense Technical Information Center (DTIC) along with your nonprint product. To save the document, click on the SAVE AS button on the button bar (💾) or choose **Save As** from the **File** menu. A window similar to that below (Figure 59) will appear.


Save As
busneeds.doc
dialog.fon
gr_am.lex
gram.dll
hy_en.lex
hyph.dll
macrode.exe
txtwlyt.cnv
wdreadme.hlp
winword.exe
winword.hlp
winword.opt
msoffice
winword
letters
macros
startup
template
wordcbt
OK
Cancel
Options...
Network...
Help

File Name: doc10.rtf

Directories: c:\msoffice\winword

Drives: c:

Save File as Type: Rich Text Format

Figure 59. "Save As" Window

You will notice that the document is being saved as "Rich Text Format" by default. DTIC requires all electronic forms and documents in this format when saving. Type in the name you want to call the completed Form 530 and choose the directory and/or drive in which to save. Click on OK to save the document.

After saving the electronic Form 530, send the electronic copies to DTIC for processing and cataloguing.